

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>505 KAR 1:110</b> <b>505 KAR 1:080</b> <b>704 KAR 3:305</b> <b>3-JTS-5D-01, 01-1, 01-2, 03,</b> <b>05-09, 06-1, 11, 13, 15-1, 18-1</b> <b>1-JBC-5D-01-09, 11, 14; 5I-01</b> <b>4-JCF-3A-01; 5D-01-10</b> <b>2-CO-5B-01</b>
<b>CHAPTER: Program Services</b>		<b>AUTHORITY: KRS 15A.0652</b>
<b>SUBJECT: Youth Development Centers: Educational and Vocational Programming, Assessment, and Transition</b>		
<b>POLICY NUMBER: DJJ 334</b>		
<b>TOTAL PAGES: 4</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

The Department of Juvenile Justice (DJJ) shall collaborate with educational services, operating in compliance with federal and state laws and regulations, for the education of youth in a youth development center (YDC), through written agreement with local school districts, private or public providers, and with the Office of Career and Technical Education (OCTE).

## **II. APPLICABILITY**

This policy shall apply to each DJJ YDC.

## **III. DEFINITIONS**

Refer to Chapter 300.

## **IV. PROCEDURES**

- A. DJJ Education Branch staff shall be responsible for reviewing the contents of written agreements for educational services with members of the State Agency Advisory Board.
- B. Educational services, up to the completion of high school or the General Education Development test, shall be made available to each youth upon admission, except if there is substantial evidence to justify otherwise.
- C. Post-secondary course fees may require a youth to access grant money, individual youth accounts, parent contributions, or community sponsors.

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- D. Juveniles may receive credit for education that can be transferred to schools. Diplomas are awarded by the state or local school district.
- E. An agreement between DJJ and the school district shall include the following:
  - 1. Educational services shall be provided on an open entry-open exit basis;
  - 2. Education and treatment shall be an integral part of the youth's instructional plan;
  - 3. Education and treatment schedules shall collaborate for the benefit of youth;
  - 4. The Superintendent shall ensure that work programs for youth do not interfere with educational programming; and
  - 5. Disciplinary measures shall not interfere with educational programming, except if there is substantial evidence to justify otherwise.
- F. Educational, vocational, and treatment services shall be integrated and individualized to meet the assessment, educational, rehabilitative, and developmental instructional needs of each youth.
- G. A youth's individual client record (ICR) shall include academic and vocational information, to the extent permissible by law.
- H. Available social history information and the results of medical and mental health screenings, conducted by DJJ staff, shall be shared with the school district administrator or designee, to the extent permissible by law.
- I. Each YDC shall have specific guidelines for enrolling youth in technical programming. These guidelines shall include the criteria for enrollment and shall be included in the orientation handbook and submitted to the DJJ Education Branch.
- J. The Superintendent, the school administrator, and the vocational coordinator shall develop a code of acceptable school behavior and disciplinary measures that are consistent with the facility behavior management system.
  - 1. The code shall contain:
    - a. The type of behavior expected from the youth;
    - b. The consequences of failure to obey the standards; and
    - c. The importance of the standards in maintaining a safe learning environment.
  - 2. This code shall be implemented without partiality or discrimination.
  - 3. The code of acceptable school behavior shall be incorporated in the orientation handbook and reviewed with each youth.

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4. A copy of the orientation handbook shall be posted at the school site.
5. DJJ, school district, and technical education staff shall be provided copies of the orientation handbook.
- K. Discipline of youth shall be in accordance with DJJ disciplinary policies and procedures.
- L. DJJ shall provide or approve training for school district and technical education staff pursuant to the Interagency Agreement or Memorandum of Agreement (MOA). DJJ may provide additional training to assure discipline of youth is in accordance with DJJ disciplinary policy and procedures. Appropriate classroom management techniques to carry out the disciplinary code shall be utilized.
- M. DJJ and school district staff shall establish criteria for allowing selected youth opportunities to supplement the facility's educational programs with community offerings.
- N. Necessary instructional materials and specialized equipment that meet minimum state education standards, including computers, shall be provided by the local school district or by DJJ, per written agreement.
- O. Incentives shall be provided as motivation or reward for educational participation and formal recognition of specific educational, technical, and vocational achievements.
- P. Youth shall have the opportunity to enroll in pre-vocational and skill-based vocational training programs and to explore vocational and technical opportunities based on the criteria for enrollment.
- Q. DJJ staff shall use community resources to enhance the facility's technical skills programs.
- R. Vocational and educational assessments shall be completed within twenty-one (21) days of the youth's admission if previous results are not available. If education is identified as one of the youth's top three (3) needs on the Case Management Needs Assessment (CMNA) the vocational and educational assessments shall be completed within fourteen (14) days in order to be utilized at the initial ITP conference.
- S. Youth, who have completed the fifth (5<sup>th</sup>) grade and enter a YDC without a previously administered vocational assessment, shall be administered vocational assessments of aptitude, interest inventory, and learning and working styles. The results shall be used:
  1. To determine a youth's vocational aptitude and interests, learning and working styles, and career major;
  2. To assist DJJ and school district staff as they integrate academic, vocational and work assignments, social skills, and treatment goals;
  3. To assist DJJ and school district staff as they communicate with youth;

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4. To develop or review and revise if necessary, a youth's Individual Learning Plan (ILP) and Aftercare Plan; and
  5. To provide each youth with workplace readiness skills.
- T. The results of educational and vocational assessments shall be used as a basis for the initial development, and periodic review and revision, of an integrated Individual Plan of Instruction (IPI), Individual Education Plan (IEP) if applicable, Individual Treatment Plan (ITP), ILP, and Aftercare Plan.
- U. DJJ and school district staff shall participate jointly in the development, review, and revision of a youth's ITP, IPI, the IEP if applicable, and aftercare plan.
- V. The IPI, and IEP when applicable, shall be integrated with the ITP and completed within twenty-one (21) days of admission. It shall be the responsibility of the Superintendent and the school district administrator to see that this is accomplished.
- W. Any DJJ staff who suspects a youth may have an educational disability shall communicate the concern in writing to school district staff through the treatment team. A record of the communication shall be included in the electronic record.
- X. DJJ youth workers (YW's) shall provide supervision in the course of technical activities. YW's shall be included in classroom activities to the maximum extent possible and shall work cooperatively with all education and technical staff.

## **V. MONITORING MECHANISM**

The DJJ Education Branch shall review documentation annually and shall conduct an on-site visit every two (2) years and report the results of the findings to the Superintendent, Facilities Regional Administrator (FRA), and school district administrator.